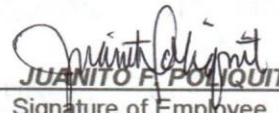

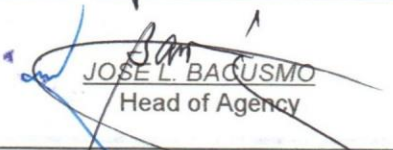


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE POLIKUIT JUANITO FERNANDEZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Eco-Farm & Resource Management Institute		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-AGT2-1-1998	
		7a. SALARY P.A.: ₱ 179,172.40	
		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Agricultural Technician II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st 2nd 3rd 4th 5th 6th <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time : <div>DUTIES</div>			
15%	1. Supervise the day to day activities at the Eco-Farm.		
20%	2. Monitor the daily activities of the assigned farm workers .		
25%	3. Gather data on the experiment and crop/animal production established in the Eco-Farm.		
25%	4. Conduct training on Natural/Organic Farming Technology Systems.		
5%	5. Make monthly farm production report.		
10%	6. Do other duties that may be assigned by the Director of Eco-FARMI.		
100%			

1-5-15

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, Eco-FARMI		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President, Research and Extension	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) n/a			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, calculator, logbook, visual aids.			
18. CONTACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition [x]	
General Public [] [x]		Field work [X]	
Other Agencies [] [x]		Field Trips [X]	
Supervisors [] [x]		Exposed to Varied Weather	
Management [] []		Other's (Specify) []	
Others (Specify) [] []			
20. I CERTIFY that the above answers are accurate and complete. _____ December 16, 2014 Date			
 JUANITO P. POLIQUIT Signature of Employee			
21. Describe briefly the general function of the Unit or Section. <i>Conducts, monitors and promotes research and extension projects with emphasis on organic agriculture, food safety/health and related technologies using PTD approach.</i>			
22. Describe briefly the general function of the position. <i>Perform the Institute's thrust in the promotion of sustainable organic agriculture program.</i>			
23.a Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: <i>Completion of two years studies in College.</i> Experience:			
23b. Licenses or certificates required to do this work, if any. <i>CSC Sub-prof. eligibility.</i>			
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Dec. 16, 2014 Date			
 PASTOR P. GARCIA Signature and Title of Immediate Supervisor			
25. APPROVED		 JOSE L. BACUSMO Head of Agency	
_____ Date			